

Town of Carlisle Affordable Housing Trust Minutes

September 26, 2013

Present: Greg D. Peterson, Chair; Douglas A.G. Stevenson; Peter Scavongelli; John D. Williams; and Elizabeth DeMille Barnett, Housing Coordinator. **Absent:** John Gorecki, Timothy F. Hult, Carolyn Ing

Guests: Jeffrey Brem, Long Ridge Road

1. **Meeting called to Order** at 7:04 p.m.
2. **Approval of Minutes.** Douglas Stevenson made a motion to approve the August 22, 2013 Carlisle Affordable Housing Trust Minutes. John Williams seconded the motion. All present, aye, the motion passed.

3. Old Business

A. 338 Bedford Road

1. **Master Planning Design.** Greg Peterson reported that Abacus [Architects + Planners] were preparing for the October 9 Master Planning (MP) charrette. Elizabeth DeMille Barnett had coordinated outreach to boards in order to encourage participation in the charrettes. Abacus is planning to send out an invitation to the October 9 charrette to MP board representatives this week. Abacus also will coordinate refreshments as the charrettes will be held in the late afternoon/evening.

Mr. Peterson entertained a motion that the Carlisle Affordable Housing Trust authorize up to \$500 total, for food and drinks, to be served at both charrettes from the 2013 Town Meeting Article 22, Motion 7 Community Preservation Act (CPA) appropriation. Mr. Stevenson made the motion. . Mr. Williams seconded the motion. All present, aye, the motion passed.

2. **Stamski and McNary Engineering Services.** Ms. Barnett reported that the Conservation Commission (ConsCom) had requested that the CAHT record the September 5, 2013 Wetlands Order of Resource Area Delineation (ORAD) which Stamski and McNary had filed with the ConsCom on behalf of the CAHT. The Middlesex North Registry fee for the recording is seventy-five dollars. Mr. Peterson asked Ms. Barnett, if she would inquire if municipalities were required to pay recording fees. Ms. Barnett agreed to do this.

Mr. Stevenson made a motion to authorize the payment of \$75 to record the ORAD at the Middlesex North Registry of Deeds, in the event that municipalities were required to pay recording fees, from 2013 Town Meeting Article 22, Motion 7. Mr. Williams seconded the motion. All present, aye, the motion passed.

The Stamski and McNary invoice for the 338 Bedford Road engineering consulting services work, e.g., the wetlands delineation, the development of a topographical map and the filing of the ORAD with ConsCom for \$4,800 was authorized by CAHT signature.

- B. Rental Market and Feasibility Study – Request for Quotations.** Mr. Peterson reported for a number of reasons the Trust had not received bids for the Market and Financial Feasibility Study (MFFS) Request for Quotations (RFQ) which had been authorized at the last meeting and released September 5, 2013.

He noted that Ms. Barnett had contacted a number of the names on the distribution list and that one of the reasons given by several list was insufficient funding. In response to this, Mr. Peterson said that the September 5 RFQ had been broken into two RFQs which had been distributed to the Trust before the meeting.

The first RFQ was for Mixed-income Rental Development Financial Feasibility Study services not to exceed \$7,500, which Mr. Peterson proposed be released to a four additional firms as well as the prior MFFS RFQ list of names. Mr. Peterson entertained a motion that \$3,750 be authorized to fund this study from the 2013 Article 22, Motion 8 appropriation and that \$3,750 be authorized from the 2013 Town Meeting Article 22, Motion 7 appropriation. Mr. Williams moved to authorize \$3,750 from the 2013 Town Meeting Article 22, Motion 8 and Article 22, Motion 7 appropriations. Mr. Stevenson seconded the motion. All present, aye, the motion passed.

The second RFQ which had been developed was for Mixed-income Rental Housing Market Study services. Mr. Peterson entertained a motion that up to \$18,000 be appropriated from the CAHT Community Preservation Act Community Housing funds and that the remainder be authorized from the CAHT Earnings from Investments fund. Mr. Williams made a motion that first the funds in TM506A26 be exhausted prior to drawing the balance from the CAHT interest fund. Mr. Stevenson seconded the motion. All present, aye, the motion passed.

Peter Scavongelli made a motion to authorize the release of the Rental Market Study Services and Financial Feasibility Study Services RFQs. Mr. Williams seconded the motion. All present, aye, the motion passed.

New Business

- A. Jeffrey Brem, P.E., Long Ridge, Discussion.** Jeffrey Brem, P.E., developer, discussed a preliminary concept to develop a Local Initiative Program or Chapter 40B homeownership twenty-unit homeownership development on his property at Long Ridge Road. Mr. Brem's plan is to develop a sustainable housing development, including affordable housing units and to continue living on the property.
3. **Next Meeting Scheduled** for October 24, 2013 at 7:00 p.m.
4. **Meeting Adjourned.** Mr. Stevenson made a motion to adjourn the meeting. Mr. Williams seconded it. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Elizabeth DeMille Barnett, Housing Coordinator